

**From:** [Coltrain, Katrina](#)  
**To:** [Delgado, Stephanie](#)  
**Subject:** Letter for mailing  
**Date:** Thursday, August 23, 2018 1:36:00 PM  
**Attachments:** [Ellis Letter 8-2018.pdf](#)  
[Ellis Letter 8-2018.doc](#)

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Stephanie, will you do me a favor. I need to send out this letter, but will not be back in the office until the week after the holiday. Will you please send for me? thanks

If it needs a signature, please ask Blake to sign.

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